

**Minutes of the Meeting of the United States
Election Assistance Commission Board of Advisors
August 4 & 5, 2005, Portland, Oregon**

Herewith are the Minutes of the Meeting of the United States Election Assistance Commission (“EAC”) Board of Advisors, held on Wednesday, August 4, through Thursday, August 5, 2005. The meeting convened on August 4 at 8:30 AM in Portland, Oregon at the Marriott City Center, 520 SW Broadway and adjourned at 3:20 PM on August 5, 2005.

Call to Order:

Chair Kaufman called the meeting to order at 8:30 AM

Roll Call:

Secretary Tony Sirvello called the roll and found present: Chair Beverly Kaufman, Vice-Chair Chris Thomas, Ms. Polli Brunelli, Ms. Sharon Turner-Buie, Ms. Robin Carnahan (by proxy), Mr. Jim Carnes (by proxy), Mr. Joe Crangle, Ms. Donetta Davidson, Mr. Jim Elekes, Mr. J.R. Harding, Mr. Ernie Hawkins (by proxy), Ms. Mary Herrera, Mr. Noel Hillman, Mr. Wes Kliner, Mr. Doug Lewis, Mr. Chris Nelson, Mr. David Orr (by proxy), Ms. Helen Purcell, Ms. Sue Sautermeister, Mr. Thomas Shortbull, Mr. Tony Sirvello, Ms. Rebecca Vigil-Giron (by proxy), Hans von Spakovsky, Victoria Wilson. Mr. James Dickson arrived later in the day.

Appointment of Proxy Committee:

Chair Kaufman appointed Mr. Shortbull, Ms. Noren and Mr. Hillman to the committee.

Appointment of Parliamentarian

Chair Kaufman announced her appointment of Mr. von Spakovsky as parliamentarian.

Appointment of the Rules Committee:

Chair Kaufman appointed Mr. von Spakovsky as chairman of the Rules committee. Also, she appointed Mr. Lewis, Ms. Purcell, Ms. Herrera and Mr. Elekes to the committee.

Appointments to the Voting Systems Standards Committee:

Noting that at its last meeting the Board did not upgrade the membership of the Voting Systems Standards Committee to include the members of the Election Center, Chair Kaufman did so for the record. Additionally, she noted that Mr. Kliner is now the chairman of that committee (in place of Mr. Tom Wilkey) and that she appointed Ms. Noren, Mr. Crangle and Mr. Dickson to the committee.

Appointments to the Bylaws Committee:

Chair Kaufman appointed Ms. Sautermeister, Mr. Nelson, Mr. Crangle and Mr. Hillman to the Bylaws Committee, in addition to Mr. Sirvello, the chairman of the committee.

EAC Update:

Chair Kaufman recognized EAC Commissioners Hillman, DeGregorio and Martinez, who provided the Board with a brief update on EAC. The commissioners noted: EAC's finalizing of its guidance for the statewide voter registration list; the proposed Voluntary Voting System(s) Guidelines ("VVSG") had just been released and was in its 90-day comment period; EAC's budget and limitations on the number of full-time employees for FY2006; the impending appointment of Ms. Davidson to EAC; the state of HAVA fund disbursements; and various election issues they have witnessed around the country. Thereafter, the commissioners fielded questions from the Board.

Discussion of Agenda:

Chair Kaufman tendered the resignation of Mr. Tom Wilkey, to be included for the record. Further, the Board adopted the agenda.

Thereafter, the Board approved two recommendations proposed by Mr. von Spakovsky: (1) to create a Resolutions Committee, to which Chair Kaufman appointed Vice-Chairman Thomas, Ms. Purcell and Mr. Dickson as members and (2) to approve all recommendations that are voiced without objection by a Board member, or where a member does object, approve such recommendations with a majority vote.

Approval of Minutes:

Due to the delay in receiving the minutes, the Board postponed its voting on the minutes of the April 27-28, 2005, meeting until the following day. On August 5, the Board approved the minutes of that meeting which was held in Cambridge, Massachusetts.

Recess:

The Board recessed from 9:45 AM to 10:00 AM.

Discussion of the Proposed VVSG:

August 4, 2005

Chair Kaufman recognized Chair Hillman, who advised the Board that members of the National Institute of Standards and Technology ("NIST") and independent experts from Kennesaw State University were present to address any issues raised by the Board. Thereafter, Mr. Kliner and the Standards Committee led the discussion of the VVSG.

The Board discussed the provisions of Volume I. Ms. Noren led the discussion of the "Overview" and "Introduction"; Mr. Dickson's discussion of "Voting Systems Functional Capabilities" was postponed until the next morning; and Vice-Chairman Thomas led the discussion of "Hardware Requirements."

Lunch:

Vice-Chairman Thomas, Mr. Nelson, Mr. John Lindback of the Standards Board and Ms. Sautermeister each gave a presentation on their respective state's computerized statewide registration list and on the EAC Guidance on Computerized Statewide Registration List.

Recess:

The Board recessed from 1:55 PM to 2:05 PM.

Discussion of the Proposed VVSG (cont'd):

Vice-Chairman Thomas discussed the provisions of "Software Requirements and Telecommunications requirements"; and Mr. Harding led the discussion of "Security."

Recess:

The Board recessed from 3:30 PM to 3:45 PM.

Discussion of the Proposed VVSG (cont'd):

Ms. Noren led the discussion of "Quality Assurance Requirements" and "Configuration Management Requirements"; Ms. Turner-Buie led the discussion of Volume I: Appendices A, B and C; and Mr. Kliner led the discussion of Volume I: Appendices D and E.

Recess:

The Board recessed from 5:35 PM to 8:35 AM the next morning.

Discussion of the Proposed VVSG (cont'd):

August 5, 2005

Mr. Dickson led the discussion of "Voting System Functional Capabilities."

Recessed:

The Board recessed from 10:21 AM to 10:35 AM.

Discussion of the Proposed VVSG (cont'd):

Mr. Dickson completed the discussion of "Voting System Function Capabilities." Observing that the substantive portions of Volume II remained largely unchanged from 2002 Voting System Standards, Mr. Kliner summarized the provisions of Volume II without discussion from the Board.

Lunch:

Secretary Bill Bradbury and Mr. Lindback gave a presentation on Oregon's vote-by-mail system.

Discussion of the Proposed VVSG (cont'd):

Because the Board only summarized the provisions of Volume II, the Board gave Mr. Wilkey and Mr. Brian Hancock of EAC the opportunity to give a PowerPoint presentation on EAC's process to temporarily accredit NASED Independent Test Authorities. Afterwards, the Board finalized its recommendations to EAC.

Recommendations

The Board made its recommendations in three forms:

- five general and 44 specific edits to the language in the VVSG;
- one resolution geared toward further enhancements of the VVSG; and
- recommendations to produce "best practices" documents, which generally fell into the category of "Best Management Practices" or "Disability Access."

To view the recommendations made by the Board please see the attached memorandum from Mr. Kliner to Chair Kaufman.

Adjournment:

Chair Kaufman adjourned the meeting at 3:20 PM.